



THE CITY OF SAN DIEGO

## HOW TO APPLY FOR A

# Lot Line Adjustment or Lot Consolidation

CITY OF SAN DIEGO DEVELOPMENT SERVICES  
1222 FIRST AVENUE, MS 301, SAN DIEGO, CA 92101

CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION.

INFORMATION  
BULLETIN

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A lot line adjustment provides a simple process by which owners of real property can change the ownership boundaries between lots of different adjoining owners, or multiple parcels within a single ownership. A lot line adjustment is not a subdivision of land and therefore qualifying adjustments are exempt from the Subdivision Map Act. An applicant may choose either a Lot Line Adjustment Plat or a Parcel Map to make the adjustment. Both options will be discussed in detail below so the most appropriate instrument can be chosen. A Coastal Development Permit is required if the parcels being adjusted are within the Coastal Overlay Zone.

## I. ELIGIBILITY FOR LOT LINE ADJUSTMENT

Property lines may be adjusted if:

1. There is no net gain in the number of lots or parcels.
2. All of the lots being adjusted are legal, buildable lots (with some exceptions). A lot line adjustment or lot consolidation cannot increase development rights unless additional approvals are obtained.
3. No more than four lots or parcels may be adjusted or no more than four lots may result from a lot consolidation. A subdivision map is necessary if more than four lots are to be adjusted.
4. City policy requires that only a Parcel Map may be used to consolidate or reduce the number of lots or parcels.

## II. LOT LINE ADJUSTMENT PLATS

A Lot Line Adjustment Plat is an unrecorded map of the requested boundary adjustment. The plat must show the location of all existing lots or parcels and the proposed new ownership lines that will result from the adjustment. The legal descriptions for the new ownership boundaries can be based upon record information. Only the ownership lines are being adjusted so the old record lots or parcels will remain after the adjustment. This means that the legal descriptions can occasionally be complex. There is no requirement for a field survey or to set monuments for the new ownership lines. However, it is always recommended that a field survey be done including the setting of new par-

## Documents referenced in this Information Bulletin

- Information Bulletin 504, Fee Schedule for Subdivision Approvals
- Land Development Manual, Project Submittal Requirements

cel monuments. If a field survey is done, a separate Record of Survey may need to be filed with the County Recorder if required under the provisions of the Land Surveyors Act. A Lot Line Adjustment Plat does not give constructive notice of the adjustment. The owners of the separate parcels must exchange grant deeds, as needed, to complete the adjustment and give constructive notice of its completion. The City will issue a Certificate of Compliance for each parcel involved in the adjustment to document the City's official approval. A single Certificate of Compliance will be issued if all of the land is held in common ownership.

## III. LOT LINE ADJUSTMENT AND CONSOLIDATION PARCEL MAPS

A Parcel Map is a superior title instrument to the Lot Line Adjustment Plat described above. A lot line adjustment Parcel Map requires no tentative map and may be prepared from record information. A field survey is recommended, but not required. No separate Record of Survey will be required if boundary monuments are set. A consolidation Parcel Map is a special case in which the number of parcels or lots are reduced from what previously existed. A lot line adjustment or consolidation Parcel map re-maps the existing lots or parcels into the new adjusted parcels and the Parcel Map itself gives constructive notice with no need to record separate Certificates of Compliance. Simple quit claim deeds, based upon the new mapped parcels, must be exchanged between different owners to complete the adjustment unless one owner owns all of the land. The same Parcel Map may be used to grant easements, dedicate streets, and, with additional processing, vacate unneeded streets or easements.

## IV. APPLICATION

An applicant must complete a General Application Package and pay the necessary processing fees as listed in Information Bulletin 504. The applicant must submit an exhibit map showing the existing lots, the proposed new ownership lines and the location of

all existing structures, dimensioned to the adjusted lines. The exhibit must also show any existing private or public easements. The exhibit map can be a preliminary draft of the lot line adjustment plat or parcel map. A title report with associated reference documents must also be provided. Please see Section 5 of the Project Submittal Manual ([www.sandiego.gov/development-services](http://www.sandiego.gov/development-services)) for complete submittal requirement details.

## **V. PROCESSING**

Lot line adjustments are processed and decided by city staff under Land Development Code Process One. No public hearing or noticing is required. After the submittal package is deemed complete, it is routed to appropriate city staff for review. Staff will examine the adjustment application to insure that it meets the previously listed eligibility requirements and that the adjusted lots satisfy current zoning and building regulations. If your application is approved, a land surveyor may then prepare and submit the final lot line adjustment plat, with its associated legal descriptions, or the parcel map for technical review. Staff will review the final documents for their form and content and to identify encumbrances such as easements, tax liens, assessment district boundaries, and trust deeds that require adjustment or removal to convey a clear title. The Parcel Map or Certificates of Compliance together with the required deeds can be recorded at the County Recorder's Office once all documents are technically correct and any encumbrances are removed.